



MGA CONTRACTING

1. PRODUCER ADMIN

Process/documents obtained:	Date/Initials	Comments
Application for Agency complete		
Valid License and E&O for the MGA		
List of Authorized Signee's at the MGA		
Reviewed CISRO & CSA website for details on the MGA		
Credit check for the Principals of the MGA		
Confirm the MGA meets Contracting Selection Criteria		
CLHIA MGA Compliance Survey complete and reviewed/approved by Compliance		
NAFYC for past years (if currently contracted)		

Comments:

2. RVP'S RESPONSIBILITIES

MGA Requirements:

- Confirm the MGA has a sales and administrative support staff and physical office
- Produce a minimum of \$400,000 of Life and/or Investment Net Annualized First Year Commissions (NAFYC) with a minimum of 50 Advisors contracted with Equitable Life
- Be responsible for the AGA's and Producer Groups and Advisors contracted through them and have a compliance regime in place, including AGA and Advisory monitoring and reviews. Adhere to CHLIA guidelines. (see package for MGA responsibilities)
- Provide value to their contracted Advisors, such as training, sales practice support and access to multi-carrier contracts

Sales Plan:

- Discuss and provide to EQ SVP business plan with respect to selling Equitable Life of Canada products
- Confirmation that minimum production and contracted advisors' requirements will be met



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3. DISCUSSION POINTS WITH THE NEW MGA

Business Information:

- Has the MGA has previously done business with Equitable and why that was dissolved
- Financial stability and if uncertain obtain financial statements where applicable
- Acquisition, partnership, or joint ventures and obtain a summary if acquisitions are within the last year
- Any debt arrangements, guarantees or indemnification between officers and other carriers
- Any pleadings or correspondence for pending or prior lawsuits involving the MGA or the Principals.
- Any threatened or pending actions, assessments, or judgments with regulators and other carriers.
- Discuss and provide below details on debt arrangements, guarantees or indemnification between officers, or other carriers?
- Discuss and provide details if any E&O claims have been made in the last three years

Advisor Information:

- Advisor turnover and how the MGA handles service clients when an advisor's leaves, sales concentration by advisor/product. Discuss if they actively growing or maintaining.
- The MGAs value proposition as it relates to advisors and insurers. Discuss the MGAs recruitment strategies, customer service philosophy, staff development, advisor training/support.

Documentation/Information required:

- Application for Agency complete
- Valid license and E&O
- List of Authorized Signee's at the MGA
- CLHIA MGA Compliance Survey

List of Other Insurance carriers the MGA has contracts with:

of Advisors:

4. CONFIRMATION THAT ALL ITEMS ABOVE WERE DISCUSSED AND DOCUMENTS OBTAINED

RVP Full Name	Date/Initials
Comments	